

DD/S 72-4627

15 DEC 1972

MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training

SUBJECT : Backup Material for Awards Ceremonies

I apologize for reraising the tiresome subject but we need some further help from you and you need some additional clarification from us. Current Agency procedures call for submission with the recommendation to the Board of "anecdotal" material usable by the person who is to present the award. This specific requirement, as you know, stemmed from repeated expressions of unhappiness by the Director concerning the backup information he had earlier received in a number of instances. I have found in attempting to prepare for ceremonies at which I am to make the presentation that the "anecdotal" material does not satisfy my needs. I have found it necessary in most cases to spend time searching through the award submission paperwork trying to pick out career-type information. I have also frequently had to ask for the official file and/or to ask specific questions of you or your people in order to get a better "feel" for the individual as he/she and I are standing in the DCI Conference Room. I would like to impose further on your people by asking if they could additionally provide information for our ceremonies using as a guideline that the data assembler puts himself in the position of the presenting officer as he works on the file.

/s/ John W. Coffey

John W. Coffey  
Deputy Director  
for Support

